

Instructions for California Department of Education Charter Schools Information Sheet and Funding Survey for 2001-2002

General Instructions: Each charter school must complete this form. The information is needed to update general information on charter schools. The funding information will be used as the basis for an advance apportionment of funding for new schools and for schools that are changing their funding selection for the 2001-2002 school year.

- I. Charter School:** The preprinted information is from the CDE charter schools' database. Please make any necessary corrections or modifications directly on the form. Provide any missing information.
- II. Educational Agency that Approved the Charter:** Please provide information about the public school entity that approved the charter. If the charter was approved by a county office of education or the state board of education after denial by a district, also include the name of the district that initially denied the charter and the county-district code (xx-xxxxx) in the space provided.
- III. General Information:** Revise as appropriate.
A.3: If its authorizing LEA has renewed the charter, note the date of renewal. If the charter has been renewed, forward an updated copy of the charter and notice of local board approval of the renewal in a separate mailing to the CDE Charter Schools Unit if you have not done so previously.
B: Check either "public school conversion" or "start-up," and check all other program descriptors that apply.
D: If the charter school has not completed legal incorporation proceedings respond "No." If you respond "Yes," provide the date of the approval of incorporation and the name of the corporation.
- IV. Current Year Funding Selection (2000-01):** The preprinted form includes the current funding selection for charter schools that operated in 2000-01. If you wish to make a change in your current funding selection, you must select B in Section VI and complete the remaining applicable sections on the form.
- V. Special Education Funding:** Please check this box only if you have been approved to participate as a local educational agency (LEA) in a Special Education Local Plan Area (SELPA). Please indicate the name of the SELPA and provide CDE with evidence of your acceptance if you have not done so previously (ie. letter of acceptance by the SELPA or letter of confirmation from SELPA director if you have not done so previously).
- If you have not been approved by a SELPA, your school is considered a "public school" of the authorizing agency that approved the charter for purposes of special education. Do not check the box.
- VI. Choice of Funding for 2001-2002 (Continuing schools only):** Please check the appropriate selection. New charter schools should not complete this section.
- A. If you are a continuing charter school and you do not wish to change your funding selection, check box A, and skip to Section XI, Certification. Please complete Section XI and return the form to the Charter Schools Unit.
- B. If you are a continuing charter school (one that was operating and received funding in 2000-01) that wishes to make a change in the current funding selection identified in Section IV, check box B and complete the remaining applicable sections on the form.
- VII. Choice of Local or Direct Block Grant Funding (New schools or schools that are *changing* the funding method for 2001-2002 only):** Each new school, including new conversion charter schools, must make a selection. A continuing school that is not changing its funding selection should not complete this section.

The decision on whether to be funded **directly** or **locally** will **not** impact the **amount** of block grant funding provided to the charter school, but rather the **method** of allocation. However, this decision may impact the amount of funding a charter school receives for programs that are **not** included in the block grant. **This decision may be reconsidered on an annual basis.** Because funding for many of the programs not in the

block grant is based on prior-year enrollment or requires separate application processes, a new charter school may not have the resources or expertise to independently access these funds in a timely manner. Therefore, CDE encourages new charter schools to request block grant funding **locally** through the **district** in the first year of operation. CDE also encourages all charter schools that may desire direct funding to review the information required on the yellow form and to discuss this decision with your authorizing school district. For a full description of the funding types, please refer to instructions, or review the letter "Update of Charter School Law and Funding Model (February 11, 2000)" on the CDE website at: http://www.cde.ca.gov/charter/funding/advfmltr_2-00.htm

VIII. Attendance Information: Complete this section only if you are a new charter school and did not receive state funds for general operations in fiscal year 2000-01 as a charter school. (New charters that received a planning or implementation grant, but did not receive general operating revenues must complete this section.) Charter school conversions that will become effective in the 2001-2002 fiscal year must complete this section.

A. Provide the estimated average daily attendance by grade level.

B. English Language Learners: To be eligible to receive the portion of the charter school block grant for Economic Impact Aid, identify the number of pupils who are English Learners (EL). An English Learner is a student who has been determined to lack the clearly defined English language skills of listening, comprehension, speaking, reading, and writing necessary to succeed in the school's regular instructional program. To be designated EL, there must be a report of a primary language other than English on the state-approved "Home Language Survey" or a determination from the state-approved oral language (grades K-12) assessment procedures, including literacy (grades 3-12 only). New schools should estimate the number of students they anticipate will be reported on this survey.

IX. Attendance Information: Complete this section only if you are a continuing charter school that was funded through the district revenue limit in fiscal year 2000-01 as a charter school **and** are electing to enter the block grant in 2001-2002. (This will be the case only if Item IV of the survey is marked "N", **and** you have checked box B of item VI.) Provide the actual 2000-2001 average daily attendance (ADA) reported at P-2, by grade level.

X. Additional Information Required: If you checked "B" on Section VII, to receive block grant funding directly, please provide the information requested on the yellow form: Additional Information for New and Continuing Charter Schools That Choose to Establish Direct Funding for 2001-2002. If you checked "A" on Section VII, or were not required to complete Section VII, you do not need to complete the yellow form.

XI. Certification: Continuing schools that are not changing their funding method must sign the form, but do not need the signature of the chartering entity or COE. Because the information provided on these forms may also affect the funding for the school district and county office of education, for new charter schools and schools changing their funding method, each form must be signed by a duly authorized representative of the charter school, the authorizing school district, and the county office of education. **Education Code Section 47652 requires the charter authorizing entity and county office of education to approve the estimated average daily attendance for new charter schools in order for new charter schools to receive any advance funding.** CDE recommends that all charter schools contact both of these agencies before completing these forms and consult them throughout this process. If the representatives of either of these entities do not concur with the responses, they should note any reasons for discrepancy in the related sections of the form.